

## Window Guidelines

Wood windows are found on many of Covington's historic buildings. These windows usually date from the mid-to-late 19<sup>th</sup> century on into the twentieth century. Windows may come in all different sizes and configurations, and may be unique to a particular architectural style. For instance, Queen Anne-style houses may have a stained-glass sash over a single-paned clear sash, while an Italianate –style house may have a tall, narrow 2-lite sash over a 2-lite sash. Craftsman or bungalow-style houses may have a wide multi-lite (3-6) sash over a single-paned sash. Windows are an important part of a building's overall design scheme, and help to date when the building was constructed. Windows are a distinctive part of any building, and their shape and configuration should not be altered.

Original wood windows should always be repaired if possible, rather than replaced. Window repair is not difficult, and can be accomplished by the homeowner. If a homeowner does not wish to repair the windows, there are individuals that specialize in window repair and wood window sash fabrication. New wood windows may also be purchased from several reputable manufacturers in the area.

- Respect the original material of the windows – i.e., steel casement windows should be replaced with steel, wood should be replaced with wood.
- Wood windows are to be replaced with wood windows when they are visible from the street – i.e, directly fronting on the street, or on a corner lot when two sides of the building are visible.
- Vinyl windows may be permitted on side elevations when those elevations are not highly visible from the street or when permitted by the Urban Design Review Board. Vinyl windows in a color other than white (such as almond, off-white, sand, cocoa) are strongly preferred.
- When vinyl or metal (aluminum) windows on the front of buildings need to be replaced, they are to be replaced with wood windows, unless the owner can demonstrate that approval was given (COA) for the replacement windows.
- Replacement windows should never be reduced in size and should always fit the existing opening. Window openings may not be enlarged or filled in on street elevations. On older buildings with large windows, this may require ordering custom-sized windows in order to fit the opening. Installing additional trim around a window to make up for the difference between a larger opening and a smaller “stock” size window is not an acceptable treatment.
- Replacement of multi-pane sash windows should be with a window that has true divided lites rather than snap-in grids or grids between panes of glass. Grids which are permanently affixed to the exterior of the glass are permitted. If the homeowner does not wish to purchase windows with true divided lites or exterior

affixed grids, a one-over-one window may be installed as an acceptable alternative.

- If original openings are filled in on the sides or rear, the outline of the original opening should remain apparent by setting infill material back from the surface and leaving original sills and lintels in place. Original openings on the sides or rear may also be blocked by attaching shutters in a closed position to maintain the appearance of a window.
- New windows installed where there are no existing openings should match the existing windows as much as possible, especially on the primary elevations. New openings should be of the same size and at the same height as existing openings.
- Avoid using aluminum or vinyl clad wood windows as a replacement for painted wood windows on the front of buildings. This type of window is acceptable on the side and rear elevations. This type of window is also acceptable if the house has no windows in it, or as a replacement for vinyl or aluminum replacement windows.
- Existing wood casing and brick mould around a window must be maintained and painted. It may not be wrapped in vinyl or aluminum. If the wood casing or brick mould is in bad condition, it is to be repaired and replaced with new wood. If new wood windows are installed, new brick mould/casing may be used, but it should still match the original profile as closely as possible.

## STORM WINDOWS

Storm windows are installed on the exterior or interior of a window to help protect against damaging weather, air infiltration, or to protect a historic window. Both wood and aluminum storm windows are permitted. Wood storms are an older type of storm window, and are not as common today as aluminum storms. Wood storms are actually a better insulator than aluminum, and if a home has wood storms, they should be retained and repaired as needed.

- New storm windows should be of wood or anodized aluminum with a dark finish.
- If a building has existing painted white windows, a white storm window may be permitted.
- Storm windows come in triple-track, double-track, and historic one-lite configurations, all of which are permitted. Historic one-lite storms have the narrowest profile and are the least obtrusive.
- Storm windows should always fit the original window openings. Two smaller-sized storm windows should not be used for one large window.
- Choose as narrow a sash as possible, and make sure the storm window has the same meeting rail as the window behind it.

- Plexiglas should not be used as a storm window, especially over stained glass windows. The chemicals in the Plexiglas cause the lead in the windows to break down. A glass storm window should be used over stained glass.

## **Painting Guidelines**

Painting of unpainted brick generally is not permitted. However, it may be permitted if the building meets one of the following 2 conditions, subject to approval by the Urban Design Review Board:

- Large sections of the original wall have been replaced with new brick which is clearly different in color, size, shape or mortar joint from the original bricks.
- A building in which most of the original brick on 25% or greater of the entire building (25% would refer to one entire wall of the building) is in very poor condition, (i.e., spalling, crumbling or disintegrating), may be painted in order to protect the brick from further damage. Brick and mortar in poor condition may need to be repaired before painting.

Other requests not meeting the above criteria may also be reviewed by the Urban Design Review Board.

Smaller areas of different-colored brick, such as brick used to infill a window opening, will not be considered reason enough to paint, as a new owner may decide to install a window there at a later time

New brick additions will not be considered for painting, as the rule of thumb is that a new addition should be complementary to the original building, and not appear to be a part of the original building. Therefore it is acceptable and desirable for the addition to be distinguishable from the original building. If the original building is painted, a new addition may also be painted.